

SUMMARY SHEET

I. Description of Item

This amendment with Casto Information Systems, Inc. (CIMS) is to provide for an increase to purchase an upgrade to the enterprise version of Liquid Office (workflow routing) with unlimited users. To further expand Leave Accounting on a large scale and do other workflow projects similar to Leave Accounting Shelby County needs to upgrade from single user licenses to the enterprise version. This coincides with the Administration's effort to request countywide use of Leave Accounting. Approximately 3,500 additional people will become users of Leave Accounting if countywide use is mandated.

Leave Accounting, which uses Liquid Office, currently services approximately 2,500 Shelby County employees. The addition of the Correction Center to the leave accounting application will add another 650 employees to Leave Accounting. This project is underway. The added ability to use leave accounting over the internet has also increased demands for use of the leave accounting. This system, which is used by various departments of County Government, was built to minimize paper and widen distribution of data, while reducing overall cost.

The entities currently using this system: most of the Mayor's Administration, County Clerk, General Sessions Judges and Juvenile Court.

Because of ongoing deployment of new licenses for Liquid Office the need to purchase licenses has increased significantly. The current mode of operation has been to purchase additional licenses as departments are added. We have reached the point that makes it more feasible to purchase a license that can accommodate our future demands.

II. Source and Amount of Funding

A. Amount Expended/Budget Line Item

Increase by:

\$139,298.40 from Account No. 010-201807-6016, Data Processing Supplies

To:

\$177,780.90 from Account No. 010-201807-6016, Data Processing Supplies

\$160,000.00 from Account No. 010-201807-6634, Outside Consultant Fees

\$337,780.90 Total

B. All Costs (Direct/Indirect):

Same as above

C. Additional or Subsequent Obligations or Expenses of Shelby County:

The yearly maintenance for Liquid Office would increase by 30,955.20 for FY08-09 and all subsequent years.

III. Contract Items

A. Type of Contract: **Professional Services**

B. Term: **July 1, 2007 through June 30, 2008**

NOTE: This amount reflects an increase of \$139,298.40 over the \$198,482.50 that is currently approved for the 2007-2008 fiscal year.

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